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ABSTRACT

Designed to assist public librarians certified after May 1, 1979, this manual explains Wisconsin recertification requirements based on continuing education. It provides continuing education guidelines, a flow chart of the recertification process, an individual learning activity form, an annual report form, a conversion chart for assignment of contact hours for continuing education activities, and explanatory notes. (RAA)

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WISCONSIN RECERTIFICATION MANUAL

FOR

PUBLIC LIBRARIANS

Prepared by the

RECERTIFICATION AND RECORD-KEEPING COMMITTEE

of the

COUNCIL ON PUBLIC LIBRARY CERTIFICATES AND STANDARDS

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PREFACE

This manual has been prepared to help you through a process initiated by your colleagues in 1979. It was because of changes recommended by the Council on Public Library Certificates and Standards (COPLCS) that a new requirement for public librarian recertification based on continuing education was established at that time. For an explanation of this requirement, see the "Whys and Hows of Certification" which is available from the Division for Library Services.

In order to create a useful tool to make recertification as easy as possible for you, an ad hoc Subcommittee on Continuing Education and Record Keeping was established by COPLCS to develop this manual. The subcommittee was chaired by Robert Fox, Trustee of the South Central Library System and included Joan Hamilton, Wisconsin Valley Library System; Dottie Hiebing, Division for Library Services; Deborah Johnson, Arrowhead Library System; Valerie Lapicola, Matheson Memorial Library, Elkhorn; and Jim Nelson, University of Wisconsin-Extension and UW-Madison Library School.

The subcommittee developed draft materials for this manual from information that was designed by the Continuing Library Education Network and Exchange (CLENE) for a similar national program. The various drafts prepared by the subcommittee were reviewed by COPLCS members and several other librarians working in Wisconsin public libraries.

Sample forms are included in this manual to help you understand how to fill out your own forms. For additional information or clarification on the recertification process and to obtain more forms, contact the Public Librarian Certification Review Committee, Division for Library Services, B33, 4th Floor, GEF III, 125 Webster Street, Madison, WI 53702.

GUIDELINES FOR CONTINUING EDUCATION REQUIREMENTS FOR WISCONSIN PUBLIC LIBRARIAN RECERTIFICATION

The rapid increase in human knowledge and changes in technology make it imperative that librarians increase their skills and knowledge through continuing education. The purpose of mandatory continuing education for public librarians is to upgrade the library profession and to enrich the individual librarian and to ensure quality library service.

I. DEFINITION OF CONTINUING EDUCATION - Continuing library education for Wisconsin recertification is interpreted as education of the individual beyond the initial Wisconsin Public Librarian Certification requirements. Continuing library education is designed to keep librarians abreast of new knowledge and developments within their field, update their basic education, enhance their job competence, or lead to specialization in a new area. Continuing education opportunities include both formal and informal learning situations, and need not be limited to library subjects or the offerings of library education programs but should be related to the field of librarianship. Formal learning is defined as courses offered for academic credit by recognized institutions of higher education. Informal learning is defined as any of the other learning activities which are listed in this document.

II. TIMETABLE: All persons certified after May 1, 1979 will be required to show evidence of continuing library education and be recertified every five years. However, all librarians may apply for recertification if they wish to be certified under the current administrative code rules.

III. POSSIBLE PROVIDERS OF CONTINUING EDUCATION:

A. Academic Institutions
B. Formal Associations (WLA, ALA, etc.)
C. Individual Libraries
D. Systems or Networks of Libraries
E. Statewide Resources (CCBC, etc.)
F. Learning consultants (as applies to self-directed activities)

IV. CONTINUING EDUCATION ACTIVITIES: The following are examples of types of continuing education activities which will be considered valid for the purpose of recertification. Definitions follow in the "Explanatory Notes on Continuing Education Activities."

A. Formal Group Activities
B. Formal Individual Activities
C. Informal Group Activities
D. Self-learning, Consultation, Self-assessment Activities
E. Publications
F. Presentations and Exhibits
G. Teaching
H. Participation in Association Activities
I. Other Learning Experiences

V. POLICY ON CONTINUING EDUCATION POINTS (CEPs)

A. Definition: One Continuing Education Point (CEP) is the equivalent of 10 contact hours of learning. To determine contact hours for individual learning activity, consult conversion chart in next section of this document.

B. Requirements for recertification based on CEPs:

1. Individuals certified at Grades I and II levels are required to accumulate (as validated) 15 CEPs in the five year period for recertification.

2. Individuals certified at Grades III and IV levels are required to accumulate (as validated) 10 CEPs in the five year period for recertification.

C. Category limitations: No more than one-third (1/3) of the CEPs accumulated for the purpose of recertification can be accomplished through categories D and I from Guideline IV.

VI. RESPONSIBILITIES FOR VALIDATION OF CONTINUING EDUCATION POINTS (CEPs) AND THE RECERTIFICATION PROCESS: The process for validation and recertification is portrayed in the "Decision Chart: Recertification Process" following the CONVERSION CHART.

A. The Individual--

1. Initiates certification application to the Division for Library Services

2. Involves self in continuing education activities for recertification

3. Records those activities on Individual Learning Activity Form

4. Submits Annual Report Form to validator

5. Applies for recertification every five years and submits Annual Report Forms

6. May initiate appeal if appropriate

B. The Division for Library Services--

1. Approves individual certification or recertification

2. Notifies individual and validator of certification

3. Notifies individual when time to recertify is near

4. Grants individual new certificate, sends information about next five years recertification, notifies validator of recertification, and alerts to process initiating again.

C. The Validator--

1. Receives information from the Division for Library Services (DLS) of Application for Certification

2. Receives annual record of C.E. activity and supporting documents for validation from individual

3. Accepts or rejects record

4. Keeps copy of Annual Form for file and returns original to individual

5. Receives news of recertification from DLS

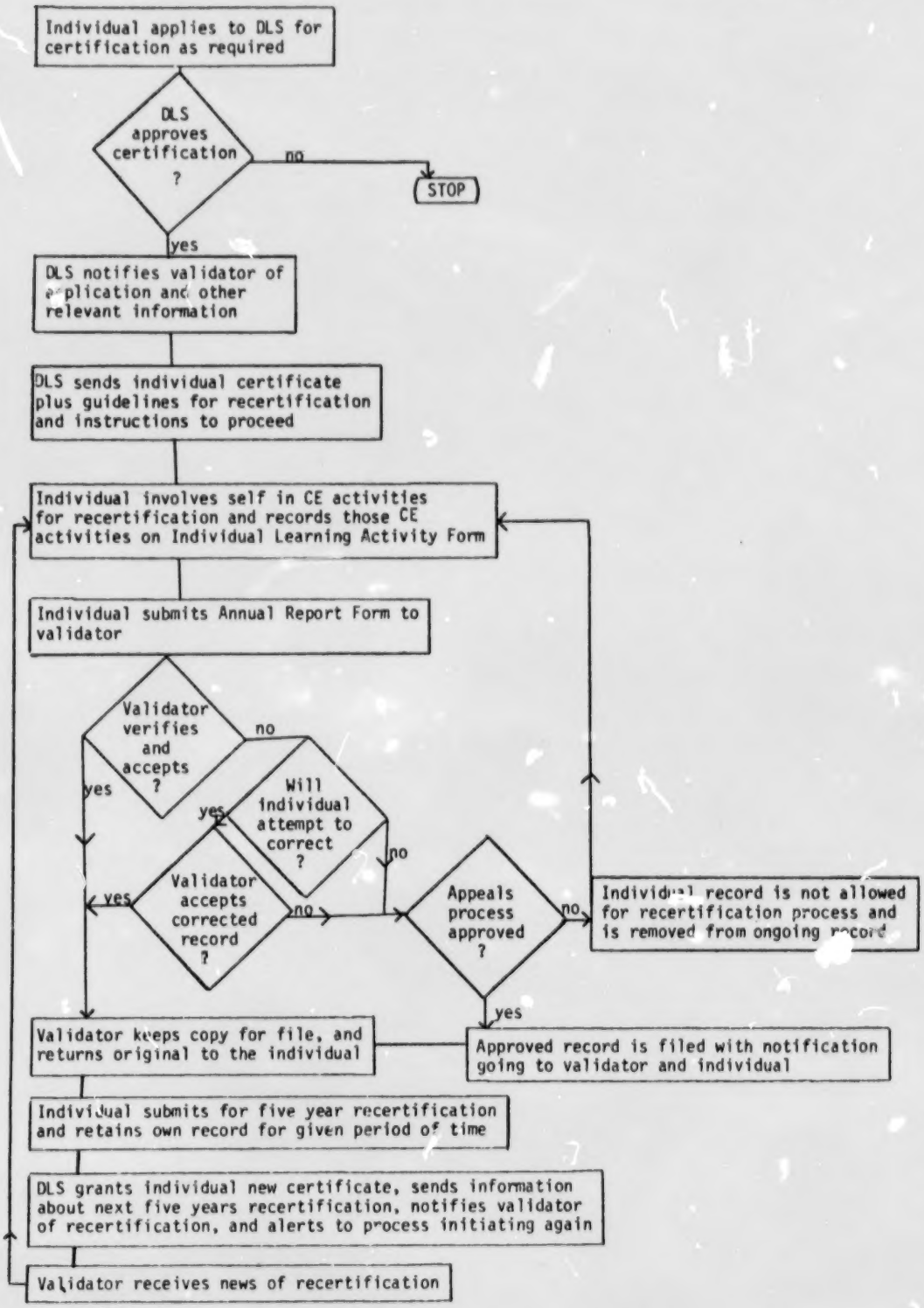
D. Appeal Body--

1. Meets to consider appeals put to them by individuals whose records were rejected by validators

2. Notifies individual and validator of decision

3. Serves as validator for validators

DECISION CHART: RECERTIFICATION PROCESS


Individual applies to DLS for certification as required
DLS approves certification ?
no
STOP
yes
DLS notifies validator of application and other relevant information
DLS sends individual certificate plus guidelines for recertification and instructions to proceed
Individual involves self in CE activities for recertification and records those CE activities on Individual Learning Activity Form
Individual submits Annual Report Form to validator
Validator verifies and accepts ?
no
yes
Will individual attempt to correct ?
yes
no
Validator accepts corrected record ?
yes
no
Appeals process approved ?
no
Individual record is not allowed for recertification process and is removed from ongoing record
yes
Validator keeps copy for file, and returns original to the individual
Approved record is filed with notification going to validator and individual
Individual submits for five year recertification and retains own record for given period of time
DLS grants individual new certificate, sends information about next five years recertification, notifies validator of recertification, and alerts to process initiating again
Validator receives news of recertification

SAMPLE

INDIVIDUAL LEARNING ACTIVITY FORM

This form is to be filled out by the participant after each learning activity is completed. It should be kept with the individual's recertification file and summarized on the annual report form. This form (or a copy of it) should be submitted with the annual report form. Refer to the "Conversion Chart" and "Explanatory Notes" for assistance in filling out each form.

Name _____
Last First Middle

Mailing Address _____
Number Street Apt. #

_____
City State Zip Code

Social Security Number (optional) _____

Description of Learning Activity (include relationship to present job and/or career advancement) and Written Summary where required.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Inclusive Date(s) _____ Learning site _____

Provider(if applicable _____

_____

Number of Contact Hours: _____ CEP Equivalent _____

Category: _____

_____
Signature of Participant Date

DATE SUBMITTED FOR VALIDATION_____

SAMPLE

ANNUAL REPORT FORM:
Compilation of Individual Learning Activity Forms

Name_____ Soc. Sec. No._____
(Optional)

Address _____
Number Street

_____
City State Zip Code

DATE OF CERTIFICATION_____

LEVEL OF CERTIFICATION_____

Applicant's Signature: _____

PROVIDER AND ACTIVITY	INCLUSIVE DATES	CATEGORY (From Conversion Chart)	CEPs	VALIDATED Yes	No

Total CEP's:_____

Validator's Signature:_____ Date:_____

SUBMIT ANNUALLY TO VALIDATOR AND RETAIN VALIDATED FORM FOR FIVE YEAR RECERTIFICATION

CONVERSION CHART:
ASSIGNMENT OF CONTACT HOURS FOR CONTINUING EDUCATION ACTIVITIES

(a) Category	(b) Type of Activity	(c) Unit of Measure	(d) Contact Hours (10 Hours = 1 CEP)
A	**Formal Group Activities:**		
	Academic courses - Semester credit	1	15
	Trimester credit	1	14
	Quarter credit	1	10
	Semester audit	1	8
	Trimester audit	1	7
	Quarter audit	1	5
	Institutes	50 minutes	1
	Seminars	50 minutes	1
	Short courses	50 minutes	1
	Workshops	50 minutes	1
	Lecture Series	50 minutes	1
B	**Formal Individual Activities:**		
	Home Study programs (Example: if average is 500 minutes, 500 ÷ 50 = 10 ÷ 2 = 5 contact hours	Average completion time in minutes	1/2 time of column (c)
	Academic independent study (Example: if average is 800 minutes, 800 ÷ 50 = 16 ÷ 2 = 8 contact hours)	Average completion time in minutes	1/2 time of column (c)
	Internship, fellowship, or education for advanced degree of Post-Master's Certificate	Academic year of: Full time study	50
		Half time study	25
	Audiovisual activities	50 minutes	1
C	**Informal Group Activities** (some require written summary):		
	Journal clubs	50 minutes	1
	Study groups	50 minutes	1
	Library/information/media associations meetings	50 minutes	1
	Lecture series	50 minutes	1
D	**Self-learning, Consultation, Self-Assessment Activities** (all require written summary):		
	Use of non-supervised audio-visual devices	50 minutes	1
	Educational TV without local supervision	50 minutes	1
	Use of programmed educational materials (i.e. teaching machines)	50 minutes	1
	Consultation (no more than 2 contact hours for each consultation can be claimed regardless of length)	100 minutes	2

CONVERSION CHART:
ASSIGNMENT OF CONTACT HOURS FOR CONTINUING EDUCATION ACTIVITIES

(a) Category	(b) Type of Activity	(c) Unit of Measure	(d) Contact Hours (10 Hours = 1 CEP)
	Self-assessment (time spent in taking self-assessment tests and audits; activities taken as result of self-assessment programs should be claimed in appropriate category)	50 minutes	1
E	Publications:		
	Articles in recognized journals-		
	Research:		
	Single author	1	10
	Senior author	1	8
	Co-author	1	5
	Information sharing	1	1
	Technical reports -		
	Single author	1	10
	Co-author	1	5
	Books -		
	Whole:		
	Single author	1	40
	Co-author	1	20
	Chapter	1	10
	Book reviews in recognized journals (critique)	1	1
F	Presentations and Exhibits:		
	To professional audiences (only first time given); includes audiovisual presentations	1	10
G	Teaching:		
	Courses, workshops, seminars, etc., given first time (example: if course has 8 contact hours, teacher could receive 16 hours for preparation + 8 hours for presentation = 24 contact hours)	50 minutes presentation x 3	3
H	Participation in Association Activities:		
	National officer/director/committee chairman	1 year of service	10
	National committee member	1 year of service	5
	National delegate	1 year of service	2
	State officer/committee chairman/journal editor	1 year of service	5

CONVERSION CHART:
ASSIGNMENT OF CONTACT HOURS FOR CONTINUING EDUCATION ACTIVITIES

(a) Category	(b) Type of Activity	(c) Unit of Measure	(d) Contact Hours (10 Hours = 1 CEP)
	Regional or local officer/ committee chairman	1 year of service	3
	Member state, regional/ local committee	1 year of service	2
	(with evidence of participation and program responsibility)	50 minutes	1
I	Other Learning Experience: (see explanatory notes)	To be determined	by validator

EXPLANATORY NOTES ON CONTINUING EDUCATION ACTIVITIES

One Continuing Education Point (CEP) is the equivalent of 10 contact hours of learning or other activity included in the categories listed below. The purpose of using a 50-minute contact hour (when appropriate) is to develop uniformity in the measurement of continuing education activity. A contact hour is 50 minutes of continuous participation. Credit is granted only for full contact hours. For example, a group program lasting 100 minutes would count for two hours; however, one lasting between 50 and 100 minutes would count for only one hour. For continuing programs, when individual segments are less than 50 minutes, the sum of the segments may be considered one total program (i.e. five 30-minute presentations would equal 150 minutes and should be counted as three contact hours).

Category A: Formal Group Activities

This category includes all continuing education courses for which academic credit and/or continuing education units (which are translated into CEP's) are awarded. The category also includes institutes, seminars, short courses, workshops, and lecture series which are planned, coordinated, administered and evaluated in terms of learning objectives and for which academic credit and/or continuing education units are awarded.

Category B: Formal Individual Activities

This category includes activities geared to individual effort for which either academic credit or continuing education units are awarded by an approved provider. Credit may also be granted in this category for activities taken outside the fields of information, library, media education provided it is relevant (for example, management courses at a business school). Among the types of activities included in Category B are:

1. Home Study Programs - home study is enrollment and study with an educational institution which provides lesson materials prepared in a sequential and logical order for study by a student on his/her own. When each lesson is completed, the student mails the assigned work to the school for correction, grading, comment, and subject matter guidance by qualified teachers. Corrected assignments are returned immediately to the student. This exchange provides for a personalized student-teacher relationship.

2. Independent Study - independent study programs should be documented, including: subject of study, objectives, and outline of contents. If the independent study is not taken in an academic setting, and credit or continuing education units are not awarded, the activity should be listed in Category D.

3. Internships - this activity must be sponsored and administered by an approved provider, in an academic setting, for which academic credit or continuing education units are awarded.

4. Audiovisual Materials - this activity includes use of materials such as videotapes, audiotapes, films, filmstrips, slides, etc., if the learning materials are organized to meet clearly defined objectives and are evaluated.

Explanatory Notes on
Continuing Education Activities

Category C: Informal Group Activities

This category includes learning activities in a group mode which do not have the formal structure of activities included in Categories A or B and/or for which no academic credit or continuing education units are awarded. It includes, but is not limited to, activities such as:

1. Journal Clubs - journal club activity consists of discussing pre-assigned articles from professional journals by members of the club (suggested number of articles per session: 5-10).

2. Study Groups - this type of activity consists of pre-planned programs which provide for group participation on specific and limited topics on which participants have made presentations before group meetings. Participants in study groups must document their participation with a written summary that includes provider, title and description of program, date(s), location, and number of contact hours.

3. Lecture Series - attendance at pre-planned lecture series around specific topics, with stated objective(s) and with an evaluation process included, but which does not qualify as a "Formal Group Activity". A written summary, including the type of information described in activity #2 above, is required.

4. Library/Information/Media Association Meetings - these activities are planned with specified objectives for target audiences and which involve evaluation of the program presented. Participants are required to submit a written summary, including the type of information described in activity #2 above.

5. Workshops, Seminars, Institutes - these activities which are planned, coordinated, administered, and evaluated in terms of learning objectives, but for which no academic credit or continuing education units are awarded, should be claimed in this category.

6. Newspaper Courses - short courses, lectures, seminars or workshops offered by the newspaper, whose stated objectives are relevant to the participant's continuing education, are included. A written summary, including the type of information described in activity #2 above, is required.

Category D: Self-learning, Consultation, Self-assessment Activities

This category includes individual learning activities for which no academic credit or continuing education units are awarded. If a self-instruction program is offered by a provider that gives academic credit or continuing education units, the activity should be included in either Category A or B. Some of the activities included in Category D are: (a written summary is required for all activities in this category)

Explanatory Notes on Continuing Education Activities

Category D: Self-learning, Consultation, Self-assessment Activities (continued)

1. Self-learning - these activities provide for the use of learning materials which include, but are not limited to: non-supervised audiovisual materials; continuing education delivered by open and closed television networks, broadcasts and satellites or radio, with or without two-way communication, electronic teaching aids and devices (but without local supervision); computer-assisted instruction programs; programmed printed materials and packages; reading of information, library, media publications such as journals, papers, technical reports, research studies, etc. (full bibliographical reference(s) and abstract of content is required).

2. Consultation - consultation offered by a practitioner if it meets the definition of a "planned program" (defined as one that covers a subject area in the scope and depth that is appropriate for the intended audience and that is planned, administered and evaluated in terms of educational objectives that define a level of knowledge or a specific performance skill to be attained); consultation can also be interpreted as learning received from a consultant if it meets the definition of a planned program. Each consultation period should cover a minimum of one contact hour, but no more than two contact hours can be claimed for this activity regardless of length. A written summary of objectives and content covered must be submitted for each consultation activity.

3. Self-assessment - time may be claimed for taking self-assessment examinations. To be acceptable, the examination must be scored and the results made known to the participant so he/she may plan continuing education programs based on the needs so identified. Continuing education activities undertaken by an individual in preparation for a self-assessment examination or later on the basis of the results of the self-assessment examination should be claimed in the category for which they are designated or for which they qualify.

Category E: Publications

1. Papers, Articles, Books, Reports - the appropriate number of contact hours (see Conversion Chart) may be claimed for an information, library, media-related book, article, publication, each chapter in an information, library, media-related book or equivalent educational materials that is authored and published or produced. An article must be published in a recognized information, library, media journal: that is, one that is published by an organization which is read primarily by those in the profession. Credit may be claimed only once for the educational content regardless of the format (article, paper, chapter in a book, etc.) even though it may be used repeatedly in different formats.

Explanatory Notes on Continuing Education Activities

Category E: Publications - continued

2. Book Reviews - credit for a review may be claimed providing it appears in a recognized journal (see definition above).

Category F: Presentations and Exhibits

Presentations must be made and exhibits shown to information, library, media-related groups. Each presentation must be at least one contact hour in duration.

Category G: Teaching

This category includes courses, workshops, seminars, etc. given the first time. For each hour of student-contact teaching, two additional hours may be claimed for preparation. Credit may not be claimed by professors for those classes which are part of their regular paid position. For repeat presentations, the instructor will receive no credit unless it can be demonstrated that the subject matter involved was changed sufficiently to require additional study or research.

Category H: Participation in Association Activities

Credit may be claimed for holding an elected association office and for serving as committee chairman. To qualify for the contact hours for offices held, the individual should specify the nature of the benefit received and the type of learning gained. A breakdown of the varying amounts of contact hours for association activities is included in the Conversion Chart. Attendance at planned programs at conferences may be claimed in this category provided a written summary is submitted. Activities in Category H include:

1. National association officer or committee chair with statement on benefit received and type of learning gained.

2. Regional or state officer, committee chair, or journal editor with statement of benefit received and type of learning gained.

3. Local officer or committee chair with statement of benefit received and type of learning gained.

4. Program responsibility for library, information, media-related, pre-planned programs which have specific objectives and include an evaluation process and with documentation of participation.

Explanatory Notes on
Continuing Education Activities

Category I: Other Learning Experiences

This category includes any meritorious continuing information, library, media education experiences that are not appropriate for any of the other categories. Examples might be exchange-of-position programs (learning in another library for a specified period) and internships and practica for which no academic credit or continuing education units are awarded. In claiming Category I hours, the following questions about the learning experience must be answered in a letter accompanying the certification or re-certification application:

1. What continuing education need was this experience designed to meet?
2. How was this continuing education experience need determined?
3. What was the learning objective(s)?
4. What was the knowledge level or skill that was achieved?
5. What were the activities that were used to meet this objective?
6. What educational techniques were used in the continuing education program?
7. Who was the instructor or learning consultant with whom the activity was planned and/or carried out?
8. How was the experience evaluated in terms of meeting the learning objective?
9. How many hours were spent in the activity?
10. What were the inclusive dates of the experience?
11. Where was it done?

Determination of the number of contact hours (and subsequently CEP's) to be awarded for any experience in this category will be made by the participant's validator.